

WHW's mission is to prevent gender-based violence and to empower all survivors.

POSITION TITLE: **Individual Contract Trainer**

FUNCTION: Women Helping Women (WHW) seeks a highly motivated and dependable professional to train corporations and diverse sectors on WHW's WorkStrong™ program and topics including gender-based violence dynamics, response, referrals and effective policies. The appropriate candidate will operate as a content expert on gender-based violence and serve as a contracted trainer for WorkStrong™.

QUALIFICATIONS: One to three years experience in conducting professional trainings. Demonstrated experience in and passion for delivering effective trainings to diverse audiences and experience in gender-based violence field or related fields. Excellent organizational and interpersonal skills. Demonstrated ability to execute training modules and adapt curriculum as needed based on target audiences. Ability to work independently and communicate effectively with WHW and corporate clients. Must serve as a strong ambassador of the agency's brand. Proficiency with Microsoft Office Suite. Passionate about WHW's mission. Ability to handle confidential information discretely.

RESPONSIBILITIES & EXPECTATIONS:

- Maintains up to date knowledge, skills and awareness of current trends in the field on intimate partner violence, sexual violence, stalking, dating violence, sexual harassment, and sex-based harassment.
- Conduct effective WorkStrong™ trainings, with full fidelity, for corporate target audiences on the dynamics of gender-based violence, policy best practices, and referral resources to survivors.
- Adaptive to core WorkStrong™ curriculum changes in order to meet audience and client needs.
- Effectively links persons who identify themselves as in need of assistance during WorkStrong™ training to appropriate staff at WHW or other community organizations.
- Collaborate effectively with corporate partners, other sectors while implementing trainings.
- Provide WorkStrong™ clients with pre/post tests and collect data from each training cohort, to be delivered to designated WHW staff.
- Demonstrates awareness of program and/or client needs when providing services.
- Exercise discretion and be positive public relationship facing when representing the Agency
- Adhere to and maintain confidentiality practices as outlined by the Agency and WorkStrong™ Contract Agreement.
- Provides services and/or performs duties in a manner that is consistent with agency philosophy. All performance with respect to all individuals – both within and outside of the agency – is conducted in a manner that affirms the value of diversity and which is respectful of others in regards to gender, class, race, ethnicity, ability, religion/spirituality, cultural identity, immigrant or refugee status, and sexual orientation.



CONTRACT TRAINER

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- Consistently advance the Agency and promote positive public relations.

OTHER REQUIREMENTS: Availability of transportation in order to provide service in the community is required.

ACCOUNTABILITY: VP of Programming
HOURS: Hours scheduled as needed
PAY BASIS: Hourly contract fee

CONFIDENTIALITY: May be involved in confidential personnel, and interagency issues. Responsible for client confidentiality.

Women Helping Women welcomes inclusion and diversity in the workforce. WHW complies with applicable laws requiring reasonable accommodations for individuals with disabilities.

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